Garnishment – Create Child Support or Court Order

Transaction Code:
PA30

Purpose	Use this procedure to create a Child Support or Court Order garnishment deduction for an employee.
Trigger	Perform this procedure when the agency is notified to create a garnishment of wages for an employee.
Prerequisites	The employee is active in HRMS.
End User Roles	In order to perform this transaction you must be assigned the following role: Garnishment Administrator

Change History	Change Description
4/09/2007	Procedure created.
1/08/2009	Procedure updated to include Federal regulations compliancy information.

Menu Path	Human Resources → Personnel Management → Administration → HR Master Data → Maintain
Transaction Code	PA30

Helpful Hints	⚠️ The Garnishment Administrator is the only role that can create or maintain the Garnishment Infotypes which include the Garnishment Document (0194), the Document Order (0195) and the Additional Deduction (0216).
	ℹ️ Garnishments do not retro calculate for a prior pay period. Once the payroll process has begun for the current period, a garnishment document should not be updated. If trying to change a document after day one of payroll has processed, you will need to contact the ISD Helpdesk (360)664.6400 or Helpdesk@dop.wa.gov to have an incident opened. DOP needs to delete the stored payroll results for the employee in order for the agency to make edits.
	ℹ️ For further details regarding garnishments: **The Office of Financial Management web site:** http://www.ofm.wa.gov/policy/25.60.htm **The Office of the Attorney General web site:** http://www.atg.wa.gov

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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation	**Example**: Save your entries. **Action**: Perform the required action to proceed.

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Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. **Example**: 629438

3. Click ![Enter icon] (Enter) to validate the information. Verify you have accessed the correct employee record.

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4. Click the **Payroll** tab to select.

5. Select the blue box to the left of ☐ Garnishment Document to select.

6. Click ☐ (Create) to create a new record.

Create Garnishment Document (0194)

Infotype	Edit	Goto	Garnishment	Extras	System	Help

[Order] [Calculate end date] [Review]

Personnel No.	629438		Name	SMITH CURTIS P
PersArea	2250	Washington State Patrol		EEGroup B Civil Service Exempt
PSubarea	00VA	Commission Off	EESubgroup 18	M-OT Elig>Shift	Status Active
Start	01/08/2009	to	12/31/9999	

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Garnishment Document

Case no.	☑		Internal no.	0001
Status	1 Active	Received	01/08/2009	Released
Priority	☑	Jurisdiction	WA Washington	Category ☑

Vendor		Originator	
Name		Name	
Street		Street	
City		City	
Zip code		State	Zip code	State	
Plaintiff		☐ Issue Separate Check to Vendor	
Remittance	00000		

Send answ.		Elapsed days	
Service Ch		First reply	

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7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the **actual** check date the record is to begin. **For example**, the start date for garnishment that should be taken from $1^{st} – 15^{th}$ pay period would have a start date of the 25th of the month. Most frequently the actual check dates (pay dates) are the 10th and 25th of the month. If the actual check date (state pay date) falls on another day, you will need to use that date. **Example:** In November, because of the Thanksgiving Holiday, the actual check date (pay date) frequently falls on the 23rd of the month. The start date in this example would be 11/23 because this is the actual check date for the pay period. You would not use 11/25. **Example:** 2/10/2009
To	C	The actual check date in which the last deduction should be taken. If the garnishment is a Writ, the date should fall on the last **actual check date** for the pay period of the deduction. If the garnishment is not a Writ, the date should remain 12/31/9999 **Example:** 12/31/9999
Case no.	O	This is the identification number of the garnishment document order. **Example:** 111-1234
Status	R	The current legal status of the garnishment. **Active:** Wages being withheld. **Pending:** Document has been suspended by order of the originator. No wages are being withheld. **Inactive:** Garnishment has been repaid in full, but not yet released by the originator. No wages are withheld. **Released:** Garnishment has been satisfied and/or paid in full and notification from the court/creditor has been received by the agency. **Reactivate for refund:** Garnishment has been reactivated for the purpose of refunding excess garnished wages to the employee.

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		Rejected: Garnishment has been issued, but the employee no longer works for the agency. **Bankrupt:** Garnishment is no longer applicable because the employee has been declared bankrupt. **Example:** Active
Received	R	Date the notification was received at the agency. **Example:** 2/03/2009
Priority	R	This establishes the order in which a like garnishment will be deducted from payroll. Scenario one: if there are two child support garnishments, one would be "01" and the second would be "02". "01" would be paid first. Scenario two: If one garnishment is for child support and another is for a writ, then both should be assigned the priority of "01". **Example:** 01
Jurisdiction	R	This is the State in which the employee is employed. The default is WA for Washington State. **Example:** WA
Category	R	Type of garnishment. **Creditor-Court** Mandatory wage assignment/court order **Federal Tax Notification** Federal Tax Notice of Payment Arrangement has been received **Federal Tax Levy** Federal Delinquent Tax Levy **Support** Child support **Voluntary Assignment** Voluntary Wage assignment **Example:** Support
Vendor	R	The payee for the garnishment. Use Search Term or Name to assist in finding vendor payee. Refer to the Garnishment Job Aid for valid search terms. 714401 (DSHS Division of Child Support) is the **only** vendor number to use when creating a Garnishment for child support. **Example:** 714401 (DSHS Division of Child Support)

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Service Charge	O	The fee for processing garnishments. ![i] Service charge is only to be selected when a processing fee is to be collected as part of the garnishment. The system will determine if there are enough monies to collect the processing fee or not. Options are: $10 First deduction only. $20 First deduction only. $30 First deduction only Leave blank if not applying a service charge. **Example:** blank

8. Click ![Enter] (Enter) to validate the information.

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9. Click 💾 (Save) to save.

⚠️ Once you create and save the Garnishment Document (0194), the Garnishment Order (0195) appears.

10. Complete the following fields on the Garnishment Order (0195):

⚠️ In January 2008, DOP made an update to HRMS when processing garnishments to comply with federal regulations about how disposable earnings are calculated with respect to the federal minimum wage. No more than 25% of disposable net will be deducted for all garnishments.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description

Rule Non-exempt	R	Notice of Payment Arrangement.
		
		Child Support Options:
		    000- Child Support 40%
		    001- Child Support 50%
		    002- Child Support 60%
		    003- Set Amount/up to 100%
		Creditor-Court/Wage Assignment Options:
		    000-25%
		    001-10%
		    002-15%
		
		⚠️ Using 003-Set Amount-up to 100% is not a valid combination for a Creditor-Court/Wage assignment garnishment.
		Example: 000- Child Support 40%

Deduction Value	R	Regular deduction amount to be taken from employee wages to retire employee garnishment debt. ℹ️ Deduction value is a percentage or flat dollar amount that defines how much pay will be garnished. **Example:** 150 (dollars) 30(percentage of net payroll)
Deduction (Unlabeled list box to the **right** of Deduction	R	The deduction unit. ℹ️ When entering a percentage always select "Percentage of Net" so that the disposable earnings calculation is used in determining garnishment amount/unit. **Example:** Pay period amount Percentage of Net

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11. Click ![Enter icon] (Enter) to validate the information.

12. Click ![Save icon] (Save) to save.

![Info icon] The system displays the message, "Record Created."

13. You have completed this transaction.

Results
You have successfully created a child support garnishment for an employee.

Comments
By running a payroll simulation, you can verify that correct dollar amount will be deducted from the employee's pay. Look for the following wage types associated with the garnishment types in the payroll results table: 3005   Court Payment/Creditor   3020   Child Support

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